



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 10-61

29 December 2010

MANDATORY TRAINING FOR FEDERAL TECHNICIANS

1. Below is the list of mandatory training that **MUST** be completed by all Federal Technicians before the end of each annual year per the office of Civilian Personnel Management Service (CPMS):

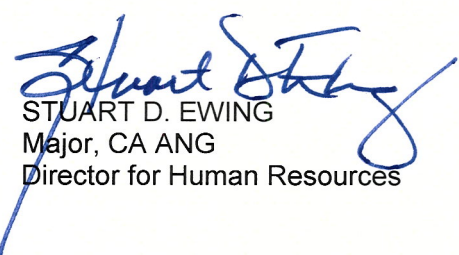
Antiterrorism Training	Combating Trafficking In Persons (CTIP)
Ethics Orientation and Training	Information Assurance Training
No Fear Act	Constitution Day and Citizenship Day Training
Privacy Act and Personally Identifiable Information (PII)	
Uniformed Services Employment and Reemployment Rights Act (USERRA)	

2. Information and links to access the above training are located at the Human Resources Development (HRD) website at: <http://www.calguard.ca.gov/cahr/Pages/training.aspx>.

3. Upon completion of training, all employees are required to go to MYBIZ and update their training records. In order for the HRD section to officially credit training in DCPDS, a digital copy of all completed certificates must be sent to the HRD inbox at: NGCAJ1HRO-HRDS@ca.ngb.army.mil.

4. All supervisors are required to track and keep a record of their employees to insure completion of the required training.

5. Questions may be directed to Ms. Lisa Nagata at (916) 854-3601. You may also contact SPC Shawn Brum at (916) 854-4250. Additionally, you may email them at the following link: NGCAJ1HRO-HRDS@ca.ngb.army.mil.


STUART D. EWING
Major, CA ANG
Director for Human Resources

DISTRIBUTION:

Air: TA
Army: TA